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**From:** Martin, John  
**Sent:** Thursday, September 07, 2017 3:19 PM  
**To:** Mason, Steve  
**Subject:** RE: Suggestion for the 1800 Call

I was thinking I would facilitate b/c Matt is too busy at that time. I'll the SITL to take notes. Thanks for the input; I may have to use this if below doesn't work.

1730 ROLL CALL

BRANCH BRIEF Out of Highlights/Issues (7 minutes per Branch)

REOC: Questions

1600 Dismiss Branch Directors if they wish (OPS will stay on for messaging)

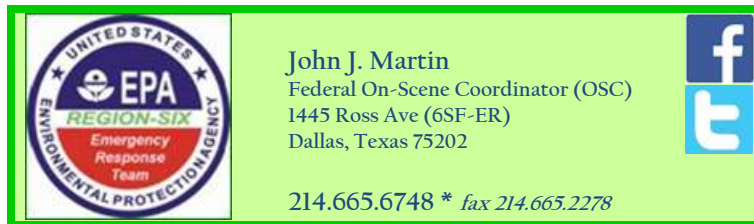
REOC Report (10 minutes)

JFO (3 minutes)

RRCC (3 minutes)

1620 Resolution/Shelved Topics (8 minutes)

1628 IC-final good-bye



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**From:** Mason, Steve  
**Sent:** Wednesday, September 06, 2017 10:35 PM  
**To:** Martin, John  
**Subject:** Suggestion for the 1800 Call

John, just a suggestion that may help you on the 1800 call... since you already have enough on your plate...

Get a facilitator to run the call, so you can focus on what people are saying and not have to focus on running the call...

Shoot for 1 hour... broken down by this...

First, absolutely start on time at 1800...

18:00 Roll Call – 2:00 minutes  
18:02 Unified Command Report – 8:00 minutes  
18:10 Alpha Branch Report – 7:00 minutes  
18:17 Bravo Branch Report – 7:00 minutes  
18:23 Charlie Branch Report – 7:00 minutes  
18:30 Safety Report – 5:00 minutes  
18:35 REOC Report – 10:00 minutes

18:45 JFO/RRCC Report – 6:00 minutes shared

18:51 Questions and Answers – 7:00 minutes

18:58 Final Comments from IC – 2:00 minutes

Make it clear to everyone they have to stick to this schedule...

The facilitator would let them know when they have 1 minute... and stop them at their deadline... if there is time at the end, the facilitator can allow them to finish... but if not, sorry...

... and the facilitator would immediately stop any discussion that should be taken off -line to work or is getting too far into the weeds...

... or you can tell me to mind my own business... ☺

Get some rest... !!!! I order it as a CISM officer...

*With Regards, Steve*



Stephen Mason  
EPA Region 6 (6SF-PE)  
1445 Ross Avenue, Dallas, TX 75202  
214-885-2276  
[mason.steve@epa.gov](mailto:mason.steve@epa.gov)

"Frequently, my thoughts get bored and walk down to my mouth. Often, this is a bad thing."